

DEPARTMENT OF THE ARMY
U.S. ARMY GARRISON, FORT BELVOIR
Fort Belvoir, Virginia 22060-5840

FB Supplement 1 to AR 25-400-2

3 September 1996

Army Information Management Program
THE MODERN ARMY RECORDKEEPING SYSTEM (MARKS)

FOR THE COMMANDER:

DISTRIBUTION:
A PLUS
5840 (10)

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History. This publication was originally printed on 1 March 1994. This printing publishes changes since that date.

Summary. This is a new supplement to AR 25-400-2, dated 26 Feb 93. It establishes policies and procedures for implementing AR 25-400-2, The Modern Army Recordkeeping System (MARKS) on Fort Belvoir.

Applicability. This supplement applies to all elements of Fort Belvoir and those tenants that receive support from the Installation Records Manager (IRM).

Suggested Improvements. The proponent of this supplement is the Directorate of Information Management, Fort Belvoir. Users are invited to send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms, to Directorate of Information Management, 10105 Gridley Road, Suite 100, Fort Belvoir, VA 22060-5840.

*This supplement supersedes Fort Belvoir Supplement 1 to AR 25-400-2, dated 1 March 1994.

AR 25-400-2, 26 February 1993, with MDW Supplement 1, 24 January 1994, is further supplemented as follows:

Paragraph 1-4, Responsibilities. Add subparagraphs h and i.

h. The Chief of Records Management, Directorate of Support Services, Directorate of Information Management, will manage and oversee maintenance and disposition of records for Fort Belvoir and those tenants that receive support from the Installation Records Manager.

i. Commanders and directors of Fort Belvoir and all tenant units/activities serviced by the Installation Records Manager will designate in writing a records management coordinator to administer records management functions within their command activity. A copy of the appointment order will be furnished to Records Management, Stop 5840. The records management coordinator will ensure there is a viable and effective records management program within his or her organization. Responsibilities will include, but not be limited to the following:

(1) Ensure that personnel working with files are trained to use The Modern Army Recordkeeping System (MARKS). Individuals should be scheduled to attend the MARKS training given by the Army Education Center as soon as possible upon assignment to working with files.

(2) Ensure all records are identified and labeled.

(3) Ensure records (if applicable) are transferred to the Fort Belvoir Records Holding Area (RHA). Review SF 135/1135A (Record Transmittal and Receipt) for all records transferred from their area of responsibility to the Records Holding Area.

Paragraph 5-13, Lists of File Numbers. Add subparagraph e after subparagraph d.

c. Fort Belvoir and those tenant commands/activities supported by the Installation Records Manager will submit a list of file numbers on MDW Form 59-E-R to Records Management, Stop 5840, for review and approval. MDW Form 599-E-R can be obtained from the Forms Warehouse, 6001 Goethals Road.

Paragraph 7-3, Disposition instructions. Add subparagraph d, e and f after subparagraph c.

d. Activities serviced by the Fort Belvoir RHA may request deviation from prescribed disposition instructions for early transfer of files to the RHA. Submit requests to Records Management, Stop 5840, identifying the file number, title, volume in linear feet, and reason for early transfer.

(One standard file drawer will hold 2 linear feet of files.)

e. The primary method of disposing of Army records, except for Classified, For Official Use, and Privacy Act data, is through the Fort Belvoir Recycling Center, when economical and practical. The Recycling Center is located at 6010 Pohick Road. All files taken to the Recycling Center must be in boxes.

f. The alternate method for disposing of any records is to tear them up and dispose of them in a dumpster or other trash receptacle. Records disposed of in this manner must not be Classified, For Official Use or contain Privacy Act data. Destruction of Classified, For Official Use or Privacy Act data records must be coordinated with Records Management or Directorate of Plans, Training, Mobilization and Security (DPTMS), Security Division.

Paragraph 9-6, Special instructions for classified records. Add the following;

The Installation Records Holding Area does not meet the security requirements of AR 380-5 for maintaining and storing classified files. Classified files will be maintained by the activity in the Central Files Area (CFA) until time for destruction or retirement, as appropriate.

Paragraph 9-13, Shipping Containers. Add subparagraph f after subparagraph e.

f. Obtain shipping containers for transferring records from the General Services Administration Customer Supply Center. Records transferred in unauthorized containers are not accepted.

Paragraph 9-16, Marking records shipping boxes with identifying information. After subparagraph c, add subparagraphs d, e, f, and g.

d. Boxes of records designated for transfer to the Fort Belvoir RHA will have the following information identified on one end of the box. This information will be supplied when the SF 135/135A is returned.

(1) Upper left corner - Number of box in series boxes, for example, 1/1, 4/5.

(2) Lower right corner - Shelf location number.

e. Records may be retrieved by records managers and coordinators from the Fort Belvoir RHA by telephone or in person. Furnish file number, title, box number, location and date records were transferred to RHA. Return records by suspense date or notify RHA that an extension is needed.

f. Activities desiring to place records in the Installation Records Holding Area must furnish three (3) completed copies of SF 135 to Records Management, Stop 5840. Records Management will then assign box locations, return the SF 135, and contact the activity to make an appointment for the delivery of the records to the Records Holding Area.

g. Because the Fort Belvoir Records Holding Area is not climatically controlled, no microform records can be accepted for transfer. Records on microform must be retained in the Central Files Area until destruction or retirement to the National Records Centers.